

NOTICE NO.  
LN 25-100-1

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TRAINING  
15 April 1955

SUBJECT: Logistics Supervisory Training Program

1. Beginning 4 May 1955, a four-week series of Supervisory Training Conferences will be held under the sponsorship of the Personnel and Training Branch, Administrative Staff. The purpose of this series will be to bring supervisors up-to-date on current practices, and to discuss areas of common concern in the field of supervision.

2. Training sessions will consist of formal presentations, group discussions, training films, and guest speakers from the Office of Personnel. Emphasis will be placed on the practical approach toward supervisory problems.

3. In order to accommodate as many supervisors as possible, identical sessions will be held twice weekly from 1030-1130 on Wednesdays and Fridays in room 107-A, R&S Building (Logistics Briefing Room).

4. The program will be geared for all levels of supervision, Division Chiefs and below. Each Division and Staff Chief is requested to submit a list of supervisory personnel to attend each of these series to the Office of Logistics Training Officer, not later than Wednesday, 27 April 1955. Supervisors will be required to attend all four (4) sessions. An appropriate certificate will be issued to each individual completing the program, a copy of which will be included in his official Personnel Folder.

5. Names will be submitted in accordance with the following quotas:

	<u>Each Series</u>	<u>Total</u>
Office of the Director (including Administrative Staff)	5	10
Planning Staff	4	8
Supply Division	8	16
Procurement Division	5	10
Transportation Division	5	10
Printing & Reproduction Division	5	10
Real Estate & Construction Division	3	6

6. A tentative schedule and resume of the program to be presented is attached for the information and guidance of all concerned.

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JAMES A. GARRISON  
Director of Logistics

1 Attachment